



**MY E.G. SERVICES BERHAD**  
**[Registration No. 200001003034 (505639-K)]**

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**CODE OF ETHICS**

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MY E.G. Services Berhad

Date: 30 April 2020

## **Introduction**

Commitment to ethical professional conduct is expected of every director of MY E.G. Services Berhad (“MYEG” or “the Company”) and its subsidiaries (“the Group”). This Code of Ethics, consisting of commitments formulated as statements of personal responsibilities, identifies the elements of such a commitment.

### **1. Commitment**

- 1.1 The commitment to excellence is fundamental to the philosophy of the Group. This commitment to excellence means that every director of the Group shares a common set of objectives and benefits from the achievement of those objectives.
- 1.2 Each director is committed to the Group’s core values of Commitment, Honesty, Respect, Teamwork, Creativity, and Responsibility which together provide a guide for achieving business goals in an open, honest, ethical and principled manner.

### **2. Principle**

This Code is based on the principles of sincerity, integrity, responsibility and corporate social responsibility.

### **3. Code of Ethics**

In the performance of his or her duties, each Director must comply with the letter and spirit of the following codes:

#### **Corporate Governance**

- 3.1 To have a clear understanding of the aims and purpose, capabilities and capacity of the Group;
- 3.2 To devote time and effort to attend meetings and to know what is required of the board and each of its Directors, and to discharge those functions;
- 3.3 To ensure at all times that the Group is properly managed and effectively controlled;
- 3.4 To stay abreast of the affairs of the Group and be kept informed of the Group’s compliance with the relevant legislation and contractual requirements;
- 3.5 To ensure the Group is managed and operated ethically and responsibly, including ensuring the Group’s corruption risks are being managed;
- 3.6 To insist on being kept informed on all matters of importance to the Group in order to be effective in corporate management;
- 3.7 To limit his/her directorship of companies to a number in which he/she can best devote his/her time and effectiveness; each Director is his/her own judge of his/her abilities and how best to manage his/her time effectively in the company(ies) in which he/she holds directorship;

- 3.8 To have access to the advice and services of the Company Secretary, who is responsible to the board to ensure proper procedures, rules and regulations are complied with;
- 3.9 To at all times exercise his/her powers for the purposes they were conferred, for the benefit and best interest of the Group;
- 3.10 To disclose immediately all contractual interests whether directly or indirectly with the Group;
- 3.11 To neither divert to his/her own advantage any business opportunity that the Group is pursuing, nor may he/she use confidential information obtained by reason of his/her office for his/her own advantage or that of others;
- 3.12 To at all times act with utmost good faith towards the Group in any transaction and to act honestly and responsibly in the exercise of his/her powers in discharging his/her duties;
- 3.13 To be willing to exercise independent judgement and, if necessary, openly oppose if the vital interest of the Group is at stake; and
- 3.14 Relationship with Shareholders, Employees, Creditors and Customers and other Stakeholders
  - a. Should be conscious of the interest of shareholders, employees, creditors and customers of the Group;
  - b. Should at all times promote professionalism and improve the competency of management and employees;
  - c. Should ensure adequate safety measures and provide proper protection to workers and employees at the workplace.

#### **4. Compliance Standards**

- 4.1 To communicate any suspected violations of this Code promptly to the Chairman of Audit Committee and complying with the Whistle Blowing Policy; and
- 4.2 Violations will be investigated by the Board or by persons designated by the Board and appropriate action will be taken in the event of any violations of this Code.

#### **5. Periodic Review**

This Code shall be reviewed annually by the Board.

This Code is updated on 30 April 2020.